


7 December 1954

**MEMORANDUM FOR: Chief, Security Control Staff**

**SUBJECT: Request for Approval of Job Description**

1. Another Government agency has requested me to forward a completed U. S. Civil Service Commission standard form 57, "Application for Federal Employment."
2. Attached are two descriptions of my CIA position. I prefer to use the first (Tab A). The second (Tab B) is the one your Office approved in another connection on 30 April 1953.
3. Your comments on this matter will be appreciated.

  
Office of the Special Assistant  
to the Director  
for Planning and Coordination

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**Attachments**

  
**Distribution:**

- O & 1 - forward
- 1 - 
- 1 - PCS File

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**TAB A**

**Coordinator of External Research, CIA:** Coordinates external research projects designed to fulfill CIA research requirements. Prepares research staff studies for presentation to the Director and Deputy Directors of Central Intelligence. Maintains and disseminates information about on-going intelligence research and research requirements of the various branches of CIA. Coordinates proposals for research with CIA Officials responsible for intelligence production as well as with the Comptroller, General Counsel, and Contract and Security officers. Maintains liaison with such agencies as Research and Development Board, Department of Defense; Psychological Intelligence Research Staff, Department of State; Psychological Strategy Board; National Science Foundation; National Research Council; National Academy of Science; other national intelligence agencies; universities; research institutes; and U.S. and foreign researchers.

Tab B

### **JOB DESCRIPTION**

**Coordinate intelligence projects designed to fulfill CIA requirements. Prepare staff studies for presentation to the Director of Central Intelligence and others. Maintain and disseminate information about intelligence requirements of the various branches of CIA. Coordinate projects with other CIA officials. Maintain liaison with other national intelligence agencies and relevant national public and private organizations.**